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From: **Don Wood** <dwood@ala.org>

Date: Mon, May 19, 2014 at 11:57 AM

Subject: [alacro-l] Chapter Librarian Career Development Facilitator Program

To: "alacro-l@ala.org" <alacro-l@ala.org>

May 19, 2014

Dear Chapter Colleagues:

As ALA President-Elect, one of my presidential initiatives will be to partner with ALA Chapters to provide training for a national cohort of 25 librarians from a cross section of libraries to become certified Career Development Facilitators (CDF). By offering this innovative training to those in state chapters, participants will be able to assist their peers as well as the thousands of patrons from their libraries that they assist every day.

Attached you will find a full overview of the program that outlines the specifics, including a timeline and expectations of this partnership. The application for participation in this program can be accessed at <http://www.ala.org/offices/cdf-chapter-application> Please note that the deadline for chapters to apply is July 15, 2014.

We hope that your chapter will consider participating. For questions about the program please feel free to contact Lorelle Swader, Director of the ALA Office for Human Resource Development & Recruitment (HRDR) who will serve as its staff liaison. She can be reached at: lswader@ala.org.

We look forward to partnering with chapters on this very important program that will support the career development needs of library professionals and their constituencies across the U.S.

Sincerely,

Courtney Young

ALA President-Elect

ALA President-Elect Courtney Young
Chapter Librarian Career Development Facilitator Program
Program Overview

ALA President-Elect Courtney Young, will partner with ALA Chapters to provide training for a national cohort of 25 librarians from a cross section of libraries to become certified Career Development Facilitators (CDF).

Created by the National Career Development Association (NCDA), the CDF program is a comprehensive training designed to address several facets of career planning and the job search. Established in 1913, NCDA is the premier provider of professional development in the career field. With a nationwide system of instructors, NCDA has prepared over 18,000 CDFs for inter/national certification. The training program provides standards, training specifications, and the opportunity for a credential for those who provide career services in a variety of settings such as K-12 education, higher education, workforce development and government, business and industry, human resources, libraries, one-stop career centers and many other settings. It provides individuals with relevant skills and knowledge to assist others in planning careers and obtaining meaningful work. This specific training will be tailored for special emphasis on the role of the librarian in helping patrons and job seekers. By offering this innovative training to those in state chapters, participants will be able to assist their peers as well as the thousands of patrons from their libraries that they assist every day.

Chapter Participants will receive training in each of 12 career development competencies:

- Career resources and labor market information;
- Career planning processes;
- Basic helping and facilitation skills;
- Career development models and theories;
- Informal and formal assessment approaches;
- Diversity and specific population needs;
- Development and maintenance of an effective career resource center;
- Training others and program promotion;
- Case management and referral skills;
- Ethical and scope-of-practice issues;
- Professional and resource portfolios;
- Cutting-edge job searching.

Format

Chapters will have an opportunity to apply to the program through **July 15, 2014**. In August, 25 chapters will be notified as being selected for participation in the program. They will then have until September 2, 2014 to submit the name of their representative in the program.

Each of the 25 chapter representatives will participate in the program which commences with two days of intensive face-to-face workshops just prior to the 2015 Midwinter Meeting in Chicago, IL. (January 22-23, 2015). Afterwards, the training will move to a virtual online format for an additional 14 weeks in a *Moodle* classroom. During this time, participants will be expected to complete homework assignments and participate in

interactive online discussions. The training culminates with a program during the 2015 Annual Conference in San Francisco, CA where a select group of participants from the program will make presentations based on the topics learned and how they plan on applying them to their chapters and home institutions. During the 2015 Annual Conference program, participants will receive a Certificate of Completion. After which, they will then become eligible to apply for the Global Career Development Facilitator Certification, if they wish. Throughout the program, they will receive access to a wealth of resource materials provided by ALA and NCDA. (This includes a free one year membership in NCDA at the end of the program.)

Chapters will be selected based on the following criteria:

- Provide financial support to attend the 2015 Midwinter Meeting and Annual Conference. (This can be through a travel stipend or through reimbursement for the representative's registration cost)
 - State needs in the area of career development
 - The chapter's plans for addressing those needs through this program
 - Sustainability and implementation of the program in their state
 - Support for the chapter representative in the program. Examples of the types of support are listed below:
- Provide an opportunity for the representative to do a program or presentation about their experience at a future Chapter conference.
- Provide an opportunity for the representative to present about their experience through a Chapter webinar.
- Provide an opportunity to write about their experience for the Chapter newsletter or blog.
- Recognize the participant at the Chapter's next conference.
- Provide the representative with an opportunity to talk about their experience at a Chapter board/leadership meeting.

Fees

President-Elect Young's budget will cover the cost for all online training, materials and the two days of intensive face-to-face workshops (which includes lunch and breaks on both days). Chapters or the participants are responsible for paying for their individual travel, lodging and conference registrations.

May 15, 2014

July 15, 2014

August 8, 2014 August 11-15, 2014 September 2, 2014 October 2014

January 22 – 23, 2015

February – May, 2015 June, 2015

Timeline

Application for Chapters goes live

Deadline for applications to be submitted

Chapters Selected

Chapters Notified of selection/non-selection

Deadline for Chapter Representative Names

Publicity on selected chapters goes out

2015 Midwinter Meeting First face-to-face sessions held in Chicago, IL

Virtual Classroom participation

2015 Annual Conference President's Panel Certificate Ceremony held in San Francisco, CA

Instructor Biography

All training will be taught by Dr. Caitlin Williams, a highly skilled career development coach/trainer/educator with over twenty years' experience facilitating individual and organizational growth and success through designing and delivering leadership, career development and executive education programs and through assisting organizations in their talent management efforts. Dr. Williams has been a long-time consultant for ALA members on career-related issues through the ALA JobLIST Placement Center.

Career Development Facilitator Chapter Application

Chapter Name *

Contact's Name *

Contact's Title

Address

E-Mail *

Telephone Number

Executive Director's Name

(or appropriate officer if there is no exec. Dir.)

Executive Director's E-Mail

Questions

1) Describe the needs of your state in the area of career development.

2) How will this training address those needs?

3) If selected for participation in the program, how will you implement it within your state?

4) What evidence can you offer of your commitment to sustain the program?

5) If selected for participation in the program, what type of support will you offer to your representative?

6) What plans do you have to conduct an evaluation of the program?
